City of Punta Gorda, Florida

Urban Design
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DRC APPLICATION INFORMATION SHEET

Application and all pertinent required data (listed below) MUST be submitted with this application	
☐ One (1) original signed and notarized DRC application & eight (8) copies	☐ One (1) CD/DVD containing all supporting documentation MUST to be submitted in a separate PDF, appropriately identified by name.
☐ One (1) original DRC Sufficiency Worksheet & eight (8) copies	☐ Two (2) Storm Water Management Plan, Including drawings and calculations each being signed and sealed
☐ Nine (9) complete sets of plans, each being signed and sealed	☐ Kill & Combine application filed with Charlotte County (if applicable)
☐ One (1) original School Impact Analysis for Concurrency & eight (8) copies (if applicable)	☐ Any project which may impact on Charlotte County road facilities **must have** sign-off from Charlotte County prior to DRC approval
☐ One (1) Original Signed and Notarized Stormwater Management Permit application and one (1) Copy	☐ Date applicant met with a representative of the Urban Design Staff prior to the submission of application? _____

Development Review Committee (DRC) APPLICATION Information Sheet

Receipt of this application by the Urban Design Division shall in no way be construed to mean that it has been judged complete. **All incomplete applications will be returned with no action.** An application, which includes all applicable information, called for in the attached DRC plan sufficiency check list shall be deemed complete and will be processed for committee review.

IMPORTANT: The applicant or his representative must be present at the hearing.

Effective January 1, 2008, the charge for a DRC site plan review is $1,500.00. The information check list for DRC submission listed below **MUST** be in compliance with the Land Development Regulations contained in the City Code of Ordinances. If a submittal for DRC is incomplete to the extent it is continued for additional information, etc. it shall require an additional $500.00 fee for reprocessing.

VERY IMPORTANT INFORMATION:

1. Building on multiple lots **requires** a Kill and Combine Application filed with Charlotte County prior to DRC submittal; a copy of the Kill and Combine **must** be submitted with DRC Application. (Kill and Combine Applications are available at the Charlotte County Property Appraiser, 18500 Murdock Circle, Port Charlotte – (941) 741-1483.
2. Building construction plans may be submitted to the Building Division concurrently with DRC submittal for an additional fee if so desired. Please contact the Building Division at (941) 575-3324 for additional details.
3. Any project which may impact on Charlotte County road facilities **must have** sign-off from Charlotte County prior to DRC approval.
4. All plans **MUST** be folded; **DO NOT SUBMIT ROLLED PLANS.**
5. Options for DRC Approval Letter:
   a. Applicant may choose to continue to address all deficiencies; once DRC determines all deficiencies have been resolved applicant may contact the Growth Management Department for DRC Approval Letter. A $500.00 continuance fee for each continuance will be required for this option (i.e. Applicant requests continuance there will be a $500.00 fee, if the deficiencies are not met and the applicant must come back before DRC there will be another $500.00 fee).
   b. Applicant may choose to meet with each individual department to correct deficiency, have department sign-off on DRC Approval Form, return DRC Approval Form to the Growth Management Department in order to receive a DRC Approval Letter. If the signatures are not obtained within 3 months from date of hearing, the application will be deemed **DENIED** and may only come before DRC by means of **REAPPLICATION**.
6. A **School Impact Analysis for Concurrency Form** must be submitted for determination of sufficiency for

all non-exempt residential developments that generate more than one student. If it is determined that a SCADL (School Concurrency Approval Determination Letter) must be obtained, the applicant MUST submit the School Impact Analysis for Concurrency Form along with the appropriate application fee to the School Board of Charlotte County for processing and approval. Note: The School Board of Charlotte County's processing/review may take up to 30 days to complete.

7. The Mural Society is seeking additional locations for murals to commemorate Punta Gorda's history. If you are interested please contact the Growth Management Department at (941)575-3372.

NOTE: Determination by DRC to continue overrides all options.

City Code of Ordinance
Chapter 26

Section 16.6. Application for Development Plan

There shall be no development activity until a Development Plan approval letter is issued by the Zoning Official verifying concurrence with the requirements of this ordinance. Development plan approval shall also be required for all land use requests and other action which would in effect grant permission for the use of land. If it is determined by the Zoning Official and/or the DRC that physical or environmental problems may exist, they may, at their discretion, ask for additional reports from the developer. However, any member of the DRC may require additional information not specified herein, when it serves the health, safety or welfare of the community or is deemed pertinent to the approval.

(a) Procedure. Where approval of a development plan is required prior to the issuance of a building permit, such development plan shall be submitted to the Zoning Official. The Zoning Official shall circulate the development plan to the DRC, for review and comments. The recommendations of the DRC along with all pertinent comment and criticism shall be submitted to the Zoning Official. Prior to issuance of the final approval letter, final complete CAD Deliverables reflecting the final approved plans, including all boundary and property lines, all utilities (lines, hydrants, etc.) and the topographic survey shall be delivered to the Zoning Official as individual layers. CAD Deliverables shall include 2 points tied to the Stateplane Florida West-Zone 3626, Datum: NAD83, Units: meters. The points, datum and units may be amended as needed by the
Growth Management Department. Development plan approval shall be valid for a period of one year, and shall in effect reserve any existing water, sewer, solid waste removal, drainage, park, and roadway capacities needed to meet the needs of the approved project for the same one-year period.

(b) Plan Submission and Review. Any development plan required to be submitted under the provisions of this ordinance shall include the following elements, unless the Zoning Official determines that one or more of said elements does not apply to the particular development:

(1) Statement of ownership and control of the proposed development.
(2) Statement describing in detail the character and intended use of the development.
(3) General location maps showing relation of the site for which development plan approval is sought to major streets, schools, existing utilities, shopping areas, important physical features in and adjoining the projects site, and the like.
(4) If common facilities, such as recreation areas or structures, private streets, common open space, etc., are to be provided, statements as to how such facilities are to be permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, homeowners association, surety arrangements, or other legal instruments providing adequate guarantees to the City that such common facilities will not become a future liability of the City.
(5) Storm drainage and sanitary sewage plans.
(6) Architectural definitions for buildings in the development; exact number of dwelling units, sizes and types.
(7) Plans for signs, if any.
(8) Landscaping plan, including types, sizes and locations of vegetation and decorative shrubbery, and showing provisions for irrigation and maintenance.
(9) Plans for recreation facilities, marinas, docking facilities, both accessory and principally permitted uses, and any buildings and/or structures related to such uses.
(10) The location and proposed use of any historic structures or artifacts as defined by the City historic preservation ordinance.
(11) A written natural resources impact statement disclosing any land use activities proposed for the site which might degrade local air or water quality, alter any existing wetlands or designated

environmentally sensitive areas, involve any mining or excavation, disturb or destroy existing wildlife habitats, and affect in any way a threatened or endangered plant or animal.

(12) Additional data, maps, plans, surveys or statements as may be required for the particular use or activity involved.

(13) Any additional data the applicant may believe is pertinent to the development plan.

(14) A development plan containing the title of the project and the names of the project planner and developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:

a. Boundaries of the project, any existing streets, buildings, watercourses, natural features, vegetation and topography, easements, and section lines;
b. Exact location of all buildings and structures;
c. Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic;
d. On-site parking and loading areas;
e. Recreation facilities locations;
f. Refuse collection areas; and
g. Access to utilities and points of utilities hookups.
h. Tabulations of total gross acreage in the project, and the percentage devoted to each proposed use, the ground coverage of each structure, and the total impervious surface area on the site.
i. Tabulations indicating the derivation of numbers of on-site parking and loading spaces
j. Total project density in dwelling units per acre.

(c) Urban Design Findings. Before any development plan shall be approved, approved with changes, or denied, the Urban Design Manager or designee shall make a written finding that the specific land use and development requirements governing the individual use have or have not been met and, further, that the development plan has or has not met the following standards:

(1) Streets and roads shall conform to criteria and design characteristics established in the comprehensive plan and this code.

(2) Rights-of-way and streets which are located on the traffic circulation plan maps of the City shall be conveyed to the City by deed, grant of easement or reserved to be acquired by the City at a later date. The minimum right-of-way for the various roadway types shall be:

Roadway Type	Rural	Urban
Local	60 feet	50 feet
Collector	80 feet	70 feet
Minor arterial	100 feet	80 feet
Major arterial	140 feet	100 feet

NOTE: Urban roadways are those which are constructed with curb and gutters and rural roadways are those constructed using swale drainage. In order to expand intersections of 2 major or minor arterials or collectors, additional right-of-way may be required. This requirement shall be consistent with standards on file with the City.

a. A maximum of two driveways may be permitted for ingress and egress purposes to and from a single property or development on each road abutting the property, to include phased developments.
b. Two driveways may be allowed to enter a single street from a single property, to include phased developments if the minimum distance between the 2 driveways measured at the property line is equal to or exceeds 20 feet in residential districts and 50 feet for other districts.
c. In tract development where the minimum distance between adjacent driveways on a single street exceeds 100 feet or the development exceeds 2 acres of land area, the number of driveways may be increased upon the recommendation by Urban Design.
d. The minimum distance from the property line on any ingress or egress driveway to the outer edge of any interior drive or parking space shall be 10 feet.

(3) Building setbacks shall comply with the requirements of this ordinance.

(4) Landscaping and tree preservation shall comply with the standards of this ordinance.

(5) Bikeways and walkways shall be required as part of any development plan when in the judgment of the Urban Design Manager they will enhance the use and connection of adjoining areas.

(6) No parking stall shall directly abut a driveway. All on-site parking areas shall be arranged and marked to provide orderly, safe loading and unloading and parking of vehicles. Individual parking stalls shall be clearly marked; directional arrows and traffic signs shall be provided as necessary. All parking aisles shall be connected to a driveway and shall not directly empty onto a public street. Requirements of the number, design, and location of on-site parking and loading facilities shall be as provided for in this Code.

(7) Conservation of natural resources shall be ensured by the submission of a natural resources impact statement. The Zoning Official shall, at his discretion, call upon the county agricultural agent, urban forester, or other state officials to provide recommendations on the potential impacts of proposed developments upon the natural environment prior to plan approval, and shall consider the following standards for review:

a. The performance standards contained in this ordinance shall be applied to all development projects.

b. Development plans submitted for review should seek to leave natural drainage features, such as sloughs, wetlands, lakes, rivers, etc., unaltered.

c. Any alteration of natural drainage features, in particular wetlands and any parts of the estuarine system, must be mitigated to offset the wetland values lost.

d. Alterations of isolated wetlands greater than one-half acre in size are subject to Southwest Florida Water Management District regulations.

e. Naturally vegetated upland buffers of a minimum width of 15 feet will be required around natural drainage features, particularly wetlands, except for those uses requiring access to the water such as docks and boat ramps. Bridges, utility crossings, removal of prohibited trees, etc., shall be some of the permitted activities in an upland buffer.

f. All mining or excavation activities shall be conducted in a manner which minimizes their detrimental effects on groundwater, surface water, wildlife and wildlife habitats, and shall be consistent with all applicable policies contained in the City comprehensive plan and State permitting requirements.

g. When endangered or threatened species of plants or animals are known to live on a development site the applicant must identify them, and provide a plan acceptable to the City and State agencies for their protection. This shall include plans for the protection of the natural habitat of any endangered or threatened animals, and/or their relocation. Endangered and threatened species are those listed by the most current publications of the United States Fish and Wildlife Service and the Florida Fish and Wildlife Conservation Commission, to include those designated as "species of concern."

(8) Preservation of any historic structures, artifacts, or archeological sites shall be reviewed by the Urban Design Division for compliance with provisions of this code.

(9) Signage shall be based upon the standards contained in this code.

(10) The Urban Design Manager or designee has issued street numbers for all buildings and unit numbers within buildings where required.

(d) Public Works Findings. Before any development plan shall be approved, approved with changes, or denied, the Public Works Director or designee shall make a written finding that the following standards have been met:

(1) Access to arterials, collectors and local streets shall be designed to facilitate the safe and efficient movement of vehicles between the City and/or County streets and the proposed development and shall comply with the following requirements:

a. A minimum deceleration lane 12 feet wide with a 150 foot transition taper shall be provided unless a traffic engineering study demonstrates the absence of such a lane will not adversely impact traffic conditions.

b. Acceleration lanes shall be constructed in compliance with Florida Department of Transportation standards and regulations based upon the posted speed limits of the roadway being accessed.

c. A left turn storage lane with a minimum 150 foot long storage lane and a 100 foot transition taper shall be provided for each driveway when the average peak hour inbound left turn volume is 25 vehicles or more.

d. A joint access driveway will be considered as adequate access for any 2 adjacent developments. For any development where an additional driveway is requested and where the driveways do not meet the spacing requirements, the applicant/s shall be required to provide a written traffic statement justifying the need. This traffic statement will describe the internal circulation and parking arrangements and identify the apparent impact of the development on the operation of the adjacent street system.

e. Access to a lot is limited to streets other than major and minor arterials whenever possible. However, commercial and industrial development shall not be given access by a residential street. No new development shall be platted to be allowed to have direct driveway access to

a major or minor arterial or a collector road unless it shall first receive a variance from the City Council.

f. On any properties where an applicant proposes development of an area abutting any street, a distance of 300 feet or more, the Public Works Department may require the applicant to construct a marginal access street, such street intended to provide limited access to streets and providing direct access to each business use along the property which it abuts. The cost of constructing marginal access streets shall be borne by the applicant.

g. No point of access shall be allowed within 40 feet of the intersection of 2 right-of-way lines of any 2 intersecting public streets.

(10) Signalization of any driveway or intersection shall conform to those warrants specified in the manual of uniform traffic control devices.

(11) A minor arterial may intersect a major arterial if aligned with and extending an existing minor arterial as shown on the City traffic circulation map or if it is located a minimum distance of 2,640 feet from the nearest intersection of another existing minor arterial and major arterial.

a. A collector may intersect an existing major or minor arterial if aligned with and extending an existing collector street as shown on the City traffic circulation map or if it is located a minimum distance of 1,320 feet from the nearest intersection of another existing collector or arterial.

b. A collector may intersect another collector but only if aligned with an extending and existing collector as shown on the City traffic circulation map or if it is located a distance of 660 feet from the nearest intersection of another existing collector.

c. A local street may not intersect a major or minor arterial unless unavoidable, in which case the local street may intersect an arterial but only if aligned with and extending an existing local street which intersects the arterial at a minimum distance of 660 feet from the nearest intersection of the existing major or minor arterial.

d. A local street may intersect a collector if spaced at a minimum distance of 660 feet from any other intersection, or in the case of a "T" type intersection, at a minimum distance of 330 feet from any other intersection.

e. The minimum spacing requirements may be reduced by the Public Works Department upon a finding that such reduction will not compromise operational or safety standards.

(12) No median opening shall be spaced at a distance less than 660 feet from any other median opening unless approved by the City Engineer or [on] a finding that the particular conditions of the proposed development will not compromise traffic operations and safety. Where dedicated public streets intersect along a roadway having center medians, they are given priority considerations for new openings.

(13) Sight distance standards shall comply with standards of this Ordinance.

(14) Traffic impact analysis shall be required for all projects larger than 5 acres or for any project generating 60 vehicles per hour or 600 vehicles per day. The traffic impact analysis shall be prepared by a registered professional engineer according to guidelines acceptable to the City.

(15) Hurricane evacuation provisions for all development plans shall be evaluated for their impact upon area-wide hurricane evacuation. The Development Review Committee's review should consider the following information, to be submitted by the applicant:

a. The traffic impact upon designated hurricane evacuation routes and evacuation times, and any proposals to maintain acceptable times.

b. The impact of residential developments in category 1 and category 2 storm zones on inland storm shelters, and identification of any available inland shelter space which could be used by residents of the development.

c. All matters related to Stormwater drainage requirements of and related to NPDES permit regulations and SWFWMD regulations.

(e) Utilities Department Findings. Before any development plan shall be approved, approved with changes, or denied, the Utilities Director or designee shall make a written finding that the following standards have been met:

(1) Utilities easement for water and wastewater lines to be maintained by the City which are installed by a private company shall be installed in a dedicated easement or in a dedicated right-of-way as approved by the Utilities Director. The standards for such easements are as follows:

a. A lot line easement shall be a minimum of 12 feet and may be shared by adjoining lots or parcels.

b. A minimum ten-foot separation shall be maintained between water and wastewater lines, and should be considered in the design and acceptance of any easements, unless otherwise required by the City Utilities Engineer.

c. An easement adjacent to a dedicated road right-of-way shall be parallel to the road right-of-way and 12 feet in width, and shall not be part of the road dedication.

(2) All Utility issues as they relate to Best Management Practices.

(f) Building Department Findings. Before any development plan shall be approved, approved with changes, or denied, the Building Official or designee shall make a written finding that the following standards have been met:

(1) Where site development leaves an area of land without vegetative cover and exposed land shall be staked and entrenched with hay bales, siltation screens or other barriers designed to stop soil erosion and siltation into the adjacent water feature.
(2) FEMA Regulations will be enforced by the Building Department.
(3) Americans with Disabilities Act (ADA) parking requirements will be enforced by the Building Department.
(4) DRC evaluations/approvals do not vest building permit approval.

(g) Fire and Police Department Findings. Before any development plan shall be approved, approved with changes, or denied, the Police Chief and Fire Chief or designees shall make a written finding that the following standards have been met:

(1) Fire flow and hydrant spacing shall be designed and constructed in accordance with all state and federal standards, including the Standard Fire Code and all the appendices as referenced in Chapter 9C of the City Code.
(2) A plan for evacuation and/or sheltering of residents of a development project who may have limited mobility and needs for special care [i.e., nursing home, ACLF, etc.].
(3) Public safety, health, and welfare issues.

{Ord. No. 1506-07, <sec> 1-3, 10-03-07; Ord. No. 1599-09, <sec><sec> 1-2, 06-03-09}

Section 16.4. Application for Concurrency

Prior to development plan application approval the Zoning Official shall make a finding and certify in writing that public facilities and services needed to support the development will be available concurrent with the impacts of the development upon such facilities and services.

(a) Concurrency Verification. Concurrency review shall be limited to the availability of roadway facilities, potable water service, sanitary sewerage service,
stormwater drainage facilities, solid waste removal service, public schools and park facilities. Concurrency verification shall be based upon maintaining the level of service for these public facilities and services as adopted and as may be amended in the City's comprehensive plan. A development plan shall be approved only if one of the following conditions is met:
(1) The necessary facilities are in place or will be in place when the impacts of development occur.
(2) The necessary facilities are under construction when a permit is issued.
(3) The necessary facilities are subject to a binding contract/development agreement for their construction.
(4) The necessary facilities have been included in the local government's capital budget.

(b) Concurrency Review. The Zoning Official through review and approval by the responsible department shall initiate the review to certify that public facilities and services will be available concurrent with the impacts generated by the proposed development. Specifically, the Zoning Official shall proceed as follows with the review:
(1) The current available capacity of roadway facilities, water service, sewerage facilities, stormwater drainage, solid waste removal service, public schools and parklands shall be established [i.e., sewer plant capacity equals 800,000 gallons per day unreserved].
(2) The projected impact on each of the seven public services and facilities listed above will be calculated for the proposed development using the required levels of service contained in the City's comprehensive plan, and in this section, as may be amended from time to time [i.e., single-family home will use 190 gallons per day of the unreserved sewer plant capacity].
(3) The projected impacts on the seven public services and facilities shall be subtracted from the current available capacity presented in A. above [i.e., 800,000 gallons per day in sewer plant minus 190 gallons per day equals 799,810 gallons per day new capacity].
(4) Certify that the new capacity of the seven public facilities and services is not below zero. At such time the available capacity for any of the seven public facilities is less than 25 percent of the total capacity of the facility, then the Development Review Committee shall be alerted to this fact [i.e.,

sewer plant total capacity equals 4,000,000 gallons per day, and the current available capacity equals 0.25 times 4,000,000, or 1,000,000 gallons per day]. If the available capacity of any of the seven public services falls below this 25 percent level then all concurrency shall be granted at the time a building permit is issued for the development. There shall be no reservation of capacity at the time of final development plan approval.

(5) A written statement certifying the availability, or lack of availability, of capacity in each of the seven public facilities and services shall be forwarded to the DRC prior to the issuance of a development permit, and to the Building Department prior to the issuance of a building permit for all one- and two-family dwellings.

(6) Upon issuance of a development plan or a building permit, the capacity of the seven public services and facilities needed to meet the demands of the development being approved shall be reserved for a period of one year. The Zoning Official, upon a recommendation from the DRC, may reserve the public service capacities for a period no longer than one year, unless a valid and binding development agreement between the City and a developer is executed extending the time period.

(c) Concurrency Review Standards. When a development plan application or a building permit request is submitted to the Zoning Official, the following criteria shall be applied to determine whether or not sufficient public services and facilities capacity exists. A finding that services and facilities will be available must be based upon a capital improvements project currently funded by the City and/or County that demonstrates there is a plan to construct or expand the required services and facilities with sufficient capacity to provide for the needs of the development proposed by the applicant, and for other developments in the service area which are occupied, available for occupancy, for which building permits are in effect, or for which capacity has been reserved. The proposed development shall be designed and constructed to provide adequate area and rights-of-way which may be necessary for the installation and maintenance of the roadway system, which meet all applicable federal, state and local regulations.

(1) Roadway Facilities. Roadway facilities must be available prior to occupancy to provide for the needs of the proposed development. A finding must be made that the level of service standard for average peak hour and peak season traffic flows shall be maintained on the various types of roadways for the time period listed in Table 16.1. In considering whether the roadway has such capacity to maintain level of services, only the portion of the roadway within one mile of the applicant's property shall be considered. Street capacities shall be determined by standards established by or approved by the Florida Department of Transportation [FDOT] as they may be amended from time to time.

Table 16.1.

Time Period: Through 2010			
		Level of Service Standard	
Type of Roadway	Classification	Urbanized Area	Rural Area
State / County	Limited access	D	C
	Principal arterial	D	C
	Major arterial	D	C
	Minor arterial	D	C
	Major collector	D	C
	Minor collector	D	C
City	Limited access	D	C
	Principal arterial	D	C
	Major arterial	D	C
	Minor arterial	D	C
	Major collector	D	C
	Minor collector	D	C

(2) Potable Water Facilities. Potable water service from the City must be available prior to occupancy to provide for the needs of the proposed development. The proposed development shall be designed and constructed to provide adequate areas and easements which are necessary for the installation and maintenance of potable water distribution systems which meet all applicable federal, state and local regulations. A finding must be made that the existing City water supply and distribution system has sufficient capacity to provide 141 gallons per person or 287 gallons per ERU per day for residential uses and at an equivalent residential unit rate established by the City for nonresidential structures or uses. A finding must be made that the potable water supply needs of the service area for which building permits have been issued, which are occupied, available for occupancy, or for which water treatment capacities have been reserved, have sufficient existing water treatment.

(3) Sanitary Sewers Facilities Concurrency Findings. Sanitary sewer facilities must be made available from the City prior to occupancy to provide for the needs of the proposed development. The proposed development shall be designed and constructed to provide adequate areas and easements

which are necessary to the installation and maintenance of sanitary sewer distribution system. A finding must be made that the existing sanitary sewer facilities have sufficient capacity to provide 83 gallons per person per day per residential use or 169 gallons per ERU per day at an equivalent residential unit rate established by the City for nonresidential structures or uses. A finding must be made that the sanitary sewer facility needs of the service area for which building permits have been issued, which are occupied, available for occupancy, or for which sanitary sewer facilities have been reserved, have sufficient existing wastewater capacity.

(4) Stormwater and Drainage Facilities. Stormwater and drainage facilities must be made available prior to occupancy to provide for the needs of the proposed development by the City where on-site retention is not required by code. In the case where the City is required to provide stormwater facilities a finding will be made that such facilities will be made available. Where on-site stormwater retention is required of an applicant, the DRC shall ensure such facilities are in place prior to the impacts of the development. This shall be accomplished via a copy of the letter of substantial compliance from the engineer of record, and a copy of a letter of acceptance from the Southwest Florida Water Management District. The proposed development shall be designed and constructed to provide adequate areas and easements needed in the installation and maintenance of any public stormwater facilities. A finding must be made that the existing stormwater and drainage facilities, including any on-site facilities required of the applicant/developer, will retain a 25-year frequency design storm with a 24-hour duration in accordance with current Southwest Florida Water Management District regulations [type 2 modified storm with 7.5 inches of total rainfall]. A finding must be made that the stormwater retention needs of the service area for which building permits have been issued, or which are occupied, available for occupancy, or for which stormwater facilities capacity have been reserved, have sufficient existing retention capacity.

(5) Solid Waste Removal. Solid waste removal facilities must be made available by the City prior to occupancy to provide for the needs of the proposed development. A finding that solid waste removal service will be made available must be based upon existing removal capacity or upon a capital improvement project currently funded by the City that demonstrates there will be sufficient removal service available at the time that the demand for service from the development will occur. In addition, a finding must be made that sufficient solid waste removal facilities exist for other developments in the service area which are occupied, available for occupancy, for which building permits are in effect or for which solid waste removal capacity has been reserved, prior to the issuance of a development order for a new development project. The existing City solid waste removal facilities shall be capable of removing up to 7.2 pounds per person per day for any new development. Criteria for the storage and removal of solid waste in a development project shall follow those standards contained in Chapter 10 of the City Code.

(6) Parks and Recreation. City-provided park and recreation facilities must be made available by the City prior to occupancy to provide for the needs of any proposed residential development. A finding that parklands and recreation facilities will be made available must be based upon existing facilities or upon a capital improvements project currently funded by the City that demonstrates there is a plan to acquire and/or develop such facilities which will meet the needs of the development proposed by the applicant. In addition, a finding must be made that sufficient parklands and recreation facilities exist for other developments in the service area which are occupied, available for occupancy, for which building permits are in effect or for which parkland and recreation facility capacity has been reserved. A finding must be made that the existing City parks and recreation inventory has sufficient capacity to provide five acres of parkland per thousand functional residents for any new residential development. The standards for provision of recreation facilities shall be those contained in the City comprehensive plan. The proposed development shall be designed to provide adequate access to and use of any adjacent public parks or recreation facilities. Private recreation facilities and open spaces shall be designed so that existing water bodies, vegetation, and other natural features are preserved. Area-wide accessibility by car, boat, or bike, environmental problems, and maintenance factors should also be considered in the design of any recreation or park facilities.

(7) Public Schools. Public School facilities must be in place at the time a residential development order or permit is issued, or the developer, prior to occupancy, provide for the needs of any proposed residential development. A finding that public school capacity must exist based upon existing facilities and services, currently in place or under construction; or the residential development is considered exempt from the requirements of school concurrency by meeting one or more of the following criteria:

a. The residential development consists of single family lots of record at the time the School Concurrency implementing ordinance becomes effective;

b. The residential development that has a site plan, subdivision plan, preliminary or final plat approval or the functional equivalent for a site specific development order prior to the commencement date of the School Concurrency Program;

c. The residential development is an age restricted community with no permanent residents under the age of eighteen (18). Exemption of an age restricted community must be subject to a restrictive covenant limiting the age of residents to 18 years and older;

d. The residential development, or the amendment to previously approved residential development, is calculated to generate less than one student. Such development shall be subject to payment of school impact fees;

e. The development order or permit issued subject to the condition that, at the time of site plan approval, subdivision approval, preliminary plat approval or functional equivalent, the school capacity necessary to serve the new residential development is scheduled to be in place or under actual construction within the first 3 years of the School Board's adopted 5-Year District Facility Work Program;

f. At the time the development order or permit is issued, the necessary facilities and services (mitigation) are guaranteed in a binding and enforceable agreement with the School Board, County and City. Acceptable forms of mitigation may include, but are not limited to:

1. Contribution of land or payment for land acquisition in conjunction with the provision of additional school capacity; or
2. Mitigation banking based on the construction of a public school facility in exchange for the right to sell capacity credits; or
3. Provision of additional student stations through the donation of buildings for use as a primary or alternative learning facility; or
4. Construction or expansion of permanent student stations or core capacity; or
5. Construction of a public school facility in advance of the time set forth in the School District's 5 Year Work Program.

A finding must be made that at the time the development order or permit is issued Public Schools have sufficient capacity to provide a level of service as follows:

1. Elementary 95% utilization for any new residential development.
2. Middle School 100% utilization for any new residential development.
3. High School of 100% utilization for any new residential development.

The issuance of a School Concurrency Approval Determination Letter (SCADL) by School Board staff identifying that capacity exists within the adopted Level of Service (LOS) indicates only that school facilities are currently available, and capacity will not be reserved for the applicant's proposed residential development until the City issues a Certificate of Concurrency (COC). The City shall not issue a COC for a residential development until receiving confirmation of available school capacity within the adopted level of service for each school type, in the form of a SCADL from the School Board staff. Once the City has issued a COC, school concurrency for the residential development shall be valid for the life of the COC. Expiration, extension or modification of a COC for a residential development shall require a new review for adequate school capacity to be performed by the School District.

The City shall notify School Board staff within ten working days of any official change in the validity (status) of a COC for a residential development.

The City shall not issue a building permit or its functional equivalent for a non-exempt residential development without confirming that the development received a COC prior to site plan, subdivision plan, plat approval or functional equivalent, and the COC is still valid. Once the City has issued a COC, school concurrency for the residential development shall be valid for the life of the COC.

(d) Development Agreement Required. In the event a finding is made by the Zoning Official and/or the Development Review Committee that adequate capacity to meet the needs of a development with regard to roadways, water, sewer, stormwater, solid waste, public schools or park facilities does not and will not exist at the projected time of occupancy, then a development agreement must be entered into to establish how the municipal service capacity for each of the seven facilities will be made available concurrent with the needs or impacts of the development

(e) Capital Improvements Program Review. In order to ensure that proposed capital improvement projects are being planned to meet the concurrency requirements outlined in this Section, the DRC shall draft and review the City's 5-year capital improvements program [CIP]. Following the Development Review Committee's drafting of the CIP, the chairman shall forward it to the Planning Commission for their review and amendment.

{Ord. No. 1587-09, <sec> <sec>1-3, 3-4-09}

Section 8.13. Soil Conservation

Erosion control devices [e.g., sediment barriers] shall be installed at the development site prior to any excavating, clearing, grading or filling activities. All excavated, cleared, graded, or filled areas, subject to any erosion by wind or water prior to the establishment of a finished grade, agricultural crops, or perennial vegetative cover shall be stabilized. Stabilization shall commence immediately following excavating, clearing, grading or filling activities.

(a) All drainage facilities as defined herein, located along the seawalls and in the rights-of-way shall be sodded. Drainage facilities located in side yards shall be sodded or planted with approved ground cover or living plants that will provide adequate drainage.

(b) Mulch materials used in drainage areas around plants shall be organic mulch, such as pine straw or needles, shredded eucalyptus or shredded melaleuca mulch or equivalent shredded organic mulch.

(c) Organic mulch in the drainage area shall be permitted only as needed around living ground cover or living plants. Using only mulch, with no ground cover or living plant material is prohibited in any yard.

(d) Inorganic mulch, such as, but not limited to, stone and shell, etc. is inappropriate in drainage areas and shall not be permitted in the right-of-way or within six (6) feet of the seawall.

(1) Inorganic mulch may be used in the side yard drainage areas provided no more than 20% of the total drainage area contains inorganic mulch and is designed in a manner that will not impede drainage, as determined by the Zoning Official or his/her designee.

(2) Inorganic mulch may be used as accent material within other landscaped areas of the yard; however, such use is limited to no more than 30% of the total required yard area.

(e) Drainage facilities with seasonal ground water levels apparent shall be sodded to the existing water elevation. All drainage leaving denuded development sites shall be filtered by sediment barriers. When natural drainage paths cross the site, temporary stormwater control measures such as turbidity screens/siltation barriers shall be used.

(f) For the purpose of this section, drainage facilities are defined as follows:

(1) The street yard right-of-way area commonly known as the swale, which is the land that lies between the street yard property line and the edge of the pavement;

(2) A three (3) foot wide strip of land running along side yard property lines between properties (creating a six (6) foot wide drainage area); or

(3) Six (6) feet of land running parallel with and along all seawalls.

(4) Multi-family and commercial development projects and private lands designated as “greenbelts” are regulated by a separate stormwater permit issued by the Southwest Florida Water Management District (SWFWMD) and are not subject to this section.

(g) All slopes shall be stabilized in accordance with best management practices and this Code.

(h) Clearing of nonagricultural land shall conform to the parameters of this section unless a stricter Development plan requirement applies.

(i) Wetlands shall be protected from degradation of natural resources.

(j) Any development exhibiting denuded soil shall employ dust control measures as deemed appropriate by guidelines of the Department of Environmental Protection [DEP].

(k) To the extent practicable, the topsoil which occurs on a site prior to development shall be retained or stockpiled throughout development of the site such that it will not be buried during the placement of fill. Following fill placement, and prior to landscaping, stockpiled topsoils shall be redistributed over the exposed, filled portions of the site. In no event shall the preceding be interpreted to require grade change within the dripline of trees to be preserved, nor the stockpiling of topsoils from any portion of the site which will not be filled.

(l) Any development site which is identified by the DEP as devoid of native topsoils shall be exempt from the requirements of this subsection.

{Ord. No. 1582-09, <sec> 1, 02/04/09}

City of Punta Gorda, Florida

Urban Design
326 West Marion Avenue
Punta Gorda, Florida
941-575-3372 Telephone
urbandesign@pgorda.us
www.pgorda.us

DRC APPLICATON

Date Received: **File #: DRC-**
Application Fee: __ $1,500 (Payable to the City of Punta Gorda)

Application and all pertinent required data (listed below) MUST be submitted with this application	
☐ One (1) original signed and notarized DRC application & eight (8) copies	☐ One (1) CD/DVD containing all supporting documentation MUST to be submitted in a separate PDF, appropriately identified by name.
☐ One (1) original DRC Sufficiency Worksheet & eight (8) copies	☐ Two (2) Storm Water Management Plan, Including drawings and calculations each being signed and sealed
☐ Nine (9) complete sets of plans, each being signed and sealed – Folded – NO Rolled Plans	☐ Kill & Combine application filed with Charlotte County (if applicable)
☐ One (1) original School Impact Analysis for Concurrency & eight (8) copies (if applicable)	☐ Any project which may impact on Charlotte County road facilities **must have** sign-off from Charlotte County prior to DRC approval
☐ One (1) Original Signed and Notarized Stormwater Management Permit application and one (1) Copy	☐ Date applicant met with a representative of the Urban Design Staff prior to the submission of application? _____

Information to Be Submitted with Application - In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record

IMPORTANT: The applicant or his representative MUST be present at the hearing. There will be a fee of $500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).

1. Name of Proposed Development							
2. Applicant							
Name:							
Address:		City:		State:		Zip:	
Phone:		Email address					
3. Owner(s) of Record							
Name:							
Address:		City:		State:		Zip:	
Phone:		Email address					
4. Name of Surveyor							
Name:		Company					
Address:		City:		State:		Zip:	
Phone:		Email address					

5. Name of Contractor							
Name:		Company					
Address:		City:		State:		Zip:	
Phone:		Email address					

6. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)							
Name:		Company					
Address:		City:		State:		Zip:	
Phone:		Email address					

7. Name of individual who is responsible to receive all correspondence regarding this submittal	

8. Legal Description of Property (Attach separate sheet if necessary)				
Parcel ID /Account #	Lot #	Block#	Section	Address (if applicable)

9. What is the existing Zoning on the Property?	

10. Is Rezoning Required	☐ Yes ☐ No	**Is a Land Use Amendment Required**	☐ Yes ☐ No
If Yes, Explain			

11. What is the total acerage ?		**Total Dwelling Units Per Acre:**	

12. Total square feet (non-residential only)	

13. Type of Proposed Development

☐ Commercial ☐ Residential Multi-Family ☐ Subdivision ☐ Other_____

<u>Applicant shall answer the following questions to evaluate the financial responsibility</u>

14A. Has any bonding or surety company ever completed or made a financial settlement upon any construction contract or work undertaken by the applicant?	☐ Yes (explain) ☐ No	
14B. Are there currently any judgments of record as a result of applicant's construction operations?	☐ Yes (explain) ☐ No	
14C. Are there currently any liens of record by the U.S. Internal Revenue Service or the State of Florida Corporate Tax Division against the applicant?	☐ Yes (explain) ☐ No	

14D. Has the applicant been adjudicated as bankrupt, within the past five (5) years, or is the applicant presently in the process of bankruptcy proceedings?	☐ Yes (explain) ☐ No	
NOTE: the fact that the applicant has been or is a debtor in bankruptcy, shall not be the sole basis for the denial of a requested development order.		
14E. Has the applicant ever been found by any tribunal, (judicial, administrative, or quasi-judicial) to be acting in the capacity of a contractor license?	☐ Yes (explain) ☐ No	
14F. Has any disciplinary action (including probation, fine or reprimand) been taken against the applicant by any tribunal (judicial, administrative, or quasi-judicial)? If so, what were the grounds for such disciplinary action?	☐ Yes (explain) ☐ No	

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

AFFIDAVIT

_____ _____ _____

Signature of Owner or Authorized Agent Print Name & Title Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by_____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____ _____ (Seal)

Notary Public, State of Florida My commission Expires

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We_____, property owner(s), hereby authorize_____to act as ***Agent*** on our behalf regarding a DRC APPLICATION on the property commonly known as _____ _____ in Punta Gorda, Florida.

_____ _____ _____

Signature of Property Owner Print Name of Property Owner Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by_____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____ _____ (Seal)

Notary Public, State of Florida My commission Expires

City of **Punta Gorda**, Florida

DRC-

Urban Design
326 West Marion Avenue
Punta Gorda, Florida
941-575-3372 Telephone
urbandesign@pgorda.us
www.pgorda.us

DRC PLAN SUFFICIENCY WORKSHEET

☐ Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures. Date of Survey:_____	
☐ Charlotte County Kill & Combine	☐ Proof of ownership - deed or contract for sale

Working sheet calculations and site plans must include the following information to be processed. The information shall be the minimum necessary, however, any member of the DRC may require additional information not specified on this checklist, when it serves the health, safety or welfare of the community.

Identify by narrative each element of the submission checklist. If the specific element is not required to be calculated on the work sheet, identify on the narrative the page number where the answer is located.

NOTE: The clearing, filling or excavation of any property within the City of Punta Gorda *shall not commence* until a valid building permit has been approved by the Building Official.

All sediment barriers *must be in place* before any clearing, filling or excavation activity begins and *must be maintained until the project has a Certificate of Competency*.

NOTE: Building construction plans may be submitted to the Building Division concurrently with DRC submittal for if so desired. Please contact the Building Division at (941) 575- 3324 for additional details

1. Name of Proposed Development							
2. Identify the name, address and phone number of the Owner(s) of Record of the property to be developed (attach the deed or contract for sale)							
Name:		Company					
Address:		City:		State:		Zip:	
Phone:		Email address					
3. Detail narrative which describes the intended use of the development (use additional sheet if necessary)							
4. Provide a general location map given area relationship to major streets, schools, and shopping areas.					Print Page #:		
5. Commercial square footage on floor plans:	Calculation:				Sq Ft		
A. A typical floor plan square footage is required					Print Page #:		
B. For projects with commercial kitchens, indicate on the building floor plan use of three (3) partition sinks with grease trap sizing to meet criteria found in 10D-6 and 10D-10, FAC. -					Print Page #:		
6. Date of Charlotte County Kill & Combine (also attach copy)							
7. Date Plat Vacation Application was submitted to the City?							
8. Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and							

topography and exact location of all buildings and structures **Date of Survey:**	

9. An accurate site plan which indicates on each page of the prints the:			
A. Project Name			
B. Project Planner Name		Phone #:	
C. Engineer Name		Phone #:	
D. Project Architect Name		Phone #:	
E. Project Developer		Phone #:	

10. Site plan must indicate streets, buildings, water courses, sidewalks, driveways, parking areas, easements, placement of silt screens and/or turbidity screens, existing and proposed utilities, drainage facilities, or any land features which will impact the development all setback information is measured from the property lines:	
Street Yard Setback(s)	
Side Yard Setback(s)	
Rear Yard Setback(s)	
Canal Yard?	☐ Yes ☐ No
Interior setback(s) between structures (if applicable)	

11. A concise statement of total gross square footage or acreage to be devoted to each permitted use contemplated for the development, the ground coverage for each structure and total impervious surface area on site:				
A. The project density calculation expressed in number of units per acre -	Calculation:			
B. Legend of total dwelling units separated as to sizes and/or types (residential only)			Print Page #:	
C. All parking areas must be dimensioned and indicate traffic circulation patterns. (Traffic studies may be required at the City's Engineers discretion)			Print Page #:	
D. Calculations of off-street parking and loading spaces, including handicapped spaces.	Calculation:			
E. Any off-site improvements to include improvements on adjacent properties, or any structure, right-of-ways, ingress and egress or any land feature that may impact the development site			Print Page #:	
F. Existing and proposed utility facilities			Print Page #:	
G. Existing drainage patterns and proposed stormewater facilities			Print Page #:	

12. A comprehensive landscape plan per City Code Section 26-12, must be included. The landscape print will include parking area, building perimeter, site canopy coverage, street tree canopy, tree legend, and interior landscape requirements, existing tree survey, buffer area calculations, as required, etc. Street tree locations shall be noted with dimensions. Developer is required to preserve existing vegetation when possible.		
A. All landscape screens, fences walls, hedges and refuse collection areas must appear on the site plan B. NO substitution of plantings are permitted after DRC approval; any substitutions and/or additions made after DRC approval will result in denial of Certificate of Occupancy (CO) until a submitted landscape plan is approved and inspection completed. If the landscape plan is "failed" at the time of "CO" inspection a $75.00 fee will be assessed for any subsequent inspections.	Print Page #:	

13. Architectural building elevations, including height calculations from BFE to top, or crown of roof and top of tie beam on highest structure in development.	
Height BFE – top of roof line	
Height BFE – top of tie beam	

14. All demolitions require a permit issued through Urban Design. If the property is located in an historic district the Historic Preservation Advisory Board (HPAB) must review and approve the request for demolition permit (lead time is 45-60 days). Contact the Urban Design at (941) 575-3372. • The Florida DEP requires a permit for the renovation or demolition of a structure greater than a residential quadplex. • If there are any existing structures on the property that need to be moved, contact the Chief Building Official, Building Division at (941) 575-3344		
15. Indicate recreational facilities and open spaces.	Print Page #:	
16. Indicate accessible route from handicap parking to building entrance and all usable public and common areas or facilities.	Print Page #:	
17. Essential Services		
A. Fire Protection: Estimate required fire flow per NFPA methods for commercial projects with fire sprinkler system, estimate flow and line size of fire protection water line, indicate size and location type of backflow device.	Print Page #:	
B. Domestic Water: Estimate average daily flow demands, indicate size and location of water meter(s) and domestic water line service connections, indicate size and type of backflow devices;		
C. Domestic water: Indicate size and location of wastewater lines and connections to City collection system. Use of clean-out fittings and utility boxes to be at direction of Utility Department.	Print Page #:	
***Developer/Owner required to contact the Finance Division, Billing and Collection Department at 941-639-2528 at onset of project to determine amount of water and sewer impact fee and lead time required for meter installation*.**		
D. Refuse Collections: indicate type of service anticipated and collection point on site plans. Per City Code, Chapter 10, residential and commercial services are to be provided by the City of Punta Gorda Solid Waste Division. Note whether method of collection will be individual cans or real-load dumpsters. Cans/dumpsters are owned by the customer. If alternate types of service are anticipated (compactor, roll off container), please note the type of collection and the provider. All collection methods and collection point locations must be approved by the Solid Waste Supervisor. For assistance in determining collection methods and/or locations, please contact the Solid Waste Supervisor at (941) 575-5050.	Print Page #:	

18. A copy of a completed City of Punta Gorda Stormwater Permit Application, including a development site drainage plan must be included with the application package. *Upon approval, three (3) copies to be submitted to the City Engineering Department.* Plans must show existing and proposed elevations of street center lines, edge of pavement, swales (50 = intervals), pipe inverts, outfall pipes, catch basins and all other control structures. Drainage flow patterns should be described for the entire project area; include detailed calculations for retention volumes, wier calculations, and discharge rates. Specifications for silt screens should be shown in detail and located on the site plan.

Calculations:	

19. A stormwater system maintenance plan and schedule to be prepared signed and sealed by the Engineer of Record and signed by the Owner agreeing to perform the scheduled maintenance. Recertification for facilities shall be in accordance with SWFWMD or City of Punta Gorda permit conditions, whichever is most restrictive.

Name of responsible party to preform scheduled maintenance

Name:		Company					
Address:		City:		State:		Zip:	
Phone:		Email address					
Signature:				Date:			

20. SWFWMD stormwater permit application to include calculations submitted to SWFWMD. Any modifications made during the permitting process must be submitted at well.

21. Fire preventions plans must be submitted if applicable

22. Applications must contain physical addresses; contact the Zoning Coordinator, Planning & Code Compliance Division at (941) 575-3314. This must be completed prior to DRC submittal.						
Physical Address:	City:		State:		Zip:	

23. Any project which may impact Charlotte County road facilities must have sign-off from Charlotte County DRC prior to DRC approval; copy of sign-off MUST be attached.

24. It is the Developer's responsibility to send a letter to all utility companies notifying them of a vacation of easement or the need for new service (Century Link, Florida Power & Light, Comcast, etc.) and provide copies of the letters from the utility companies to the City.

25. Applicants must supply CAD deliverables reflecting final approved plans to the Growth Management Department, City Hall Annex, 126 Harvey Street, Punta Gorda. CAD deliverables should include 2 points tied to Stateplane Florida West – Zone 3626, Datum: NAD83, Units: Feet.

No approval letter will be given until the Growth Management Department has received a final, complete CAD Deliverables including all boundary and property lines, all utilities (lines, hydrants, etc.) and the topographic survey MUST be delivered as individual layers. All meta-data MUST be included in these deliverables

In addition no approval letter will be issued until the SCADL (School Concurrency Approval Determination Letter) from the School Board of Charlotte County has been received (if applicable)

Note: Prior to issuance of Certificate of Occupancy, the engineer of record must supply the Engineering Division and the Growth Management Department with one (1) set of signed and sealed record drawings along with a letter stating the project was built according to plans and specifications.

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

AFFIDAVIT

_____ _____ _____

Signature of Owner or Authorized Agent Print Name & Title Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by_____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____ _____ (Seal)

Notary Public, State of Florida My commission Expires

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We_____, property owner(s), hereby authorize_____to act as ***Agent*** on our behalf regarding a DRC APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

_____ _____ _____

Signature of Property Owner Print Name of Property Owner Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by_____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____ _____ (Seal)

Notary Public, State of Florida My commission Expires

School Board of Charlotte County
1445 Education Way
Port Charlotte, FL 33948
Phone 941-255-0808

SCHOOL IMPACT ANALYSIS FOR CONCURRENCY PROCESS

Development projects that include residential density are required to submit a "School Impact Analysis (SIA) for Concurrency" form (see attached) along with an application for development approval to the local government. As identified in the Interlocal Agreement for Coordinated Planning and School Concurrency (ILA) Section 11.3a, "A local government shall not issue a Certificate of Concurrency (COC) for a residential development until receiving confirmation of available school capacity within the adopted level of service for each school type, in the form of a School Capacity Availability Determination Letter (SCADL) from School Board staff, or an enforceable and binding agreement has been approved." The applicant must also submit a non-refundable application fee (See ATTACHMENT A) directly to the School Board of Charlotte County. A receipt for payment from the School District shall be included with the SIA upon submittal to the Local Government. Uses exempt from this requirement are identified as follows:

1. All single family lots of record in existence at the time the School Concurrency implementing ordinance became effective on March 17, 2009.
2. Any residential development that has a site plan, subdivision plan, preliminary or final plat approval or the functional equivalent for a site specific development order approved prior to the effective date of School Concurrency.
3. Any age-restricted community with no permanent residents under the age of eighteen (18). Exemption of an age restricted community must be subject to a restrictive covenant limiting the age of residents to 18 years and older.
4. All new residential developments or amendments to previously approved residential developments, which are calculated to generate less than one student.
5. All new residential plats and site plans (or functional equivalent), or amendments to previously approved residential development orders, which are calculated to generate less than one student.
6. Development that has been authorized as a Development of Regional Impact pursuant to Chapter 380, F.S., as of July 1, 2005, except that any Notice of Proposed Change (NOPC), or application of an exchange (equivalency matrix) that increases residential density shall be subject to review for school concurrency when an NOPC is submitted.

All other projects must complete the SIA. Once the application for development approval is deemed sufficient by the Local Government, the Local Government will forward the SIA to the School Board of Charlotte County for processing and review. The School Board of Charlotte County will begin the review and processing of the request to determine concurrency. Should the submitted information be deemed insufficient by the School Board and/or changes occur after receipt of the information by the School Board, additional fees may be incurred. The concurrency review process may take up to 20 days to complete. A flow chart outlining the school concurrency review process is attached (see ATTACHMENT B).

Upon the completion of the review process, the School Board of Charlotte County will issue a SCADL directly to the applicant, along with a copy sent to the Local Government. Once the local government has received the SCADL, the Local Government will begin to process the application for development approval.

School Board of Charlotte County
1445 Education Way
Port Charlotte, FL 33948
Phone 941-255-0808

Date & Time Received Gov't: _____

Date & Time Received CCPS:

SCHOOL IMPACT ANALYSIS FOR CONCURRENCY

Name of Applicant: _____

Address: _____ Phone: _____

Contact Person: _____ Phone: _____

Name of Development: _____ # of Phases Proposed: _____

Property Address or Street Name: _____

Legal Description of Property (Use Additional Sheet if Necessary): _____

Parcel ID / Account # _____

Lot # _____ Block: _____ Section: _____

Total Land Size: _____ Sq. feet _____ acres

Existing Land Use: _____ Existing Zoning: _____

Units per acre allowed: _____ Units developed per acre: _____

Below is the Student Generation Multiplier Factors for Charlotte County, included in the current Interlocal Agreement, which is used to calculate a project's impact. This multiplier is being provided as a means for this process to be transparent.

Notice: Once the application for development approval is deemed sufficient by the Local Government, the Local Government will forward the SIA to the School Board of Charlotte County for processing and review. Processing/review may take up to 20 days to complete.

This form is subject to revision without notice at any time.

Student Generation Multiplier Factors for Charlotte County Public Schools						
	Elementary (K-5)		Middle (6-8)		High (9-12)	
Number of units	Multiplier	Students Generated	Multiplier	Students Generated	Multiplier	Students Generated
	x0.065=		x0.036=		x0.051=	

City/County Use Only: File # _____

☐ Approved - Sufficient to forward to the School Board of Charlotte County.

☐ Denied - _____

By: _____ Date: _____

Revised: July 13, 2016

ATTACHMENT A

Charlotte County Public Schools
Planning Services Fee Schedule

School Capacity Availability Letter of Determination (SCADL)

The fee below represents all work done from initial contact with the school district to developer receiving the Student Generator Worksheet indicating capacity.

1-10 Units	$300.00
11-49 Units	$600.00
50+ Units	$1000.00

Additional Fees

Related Letters

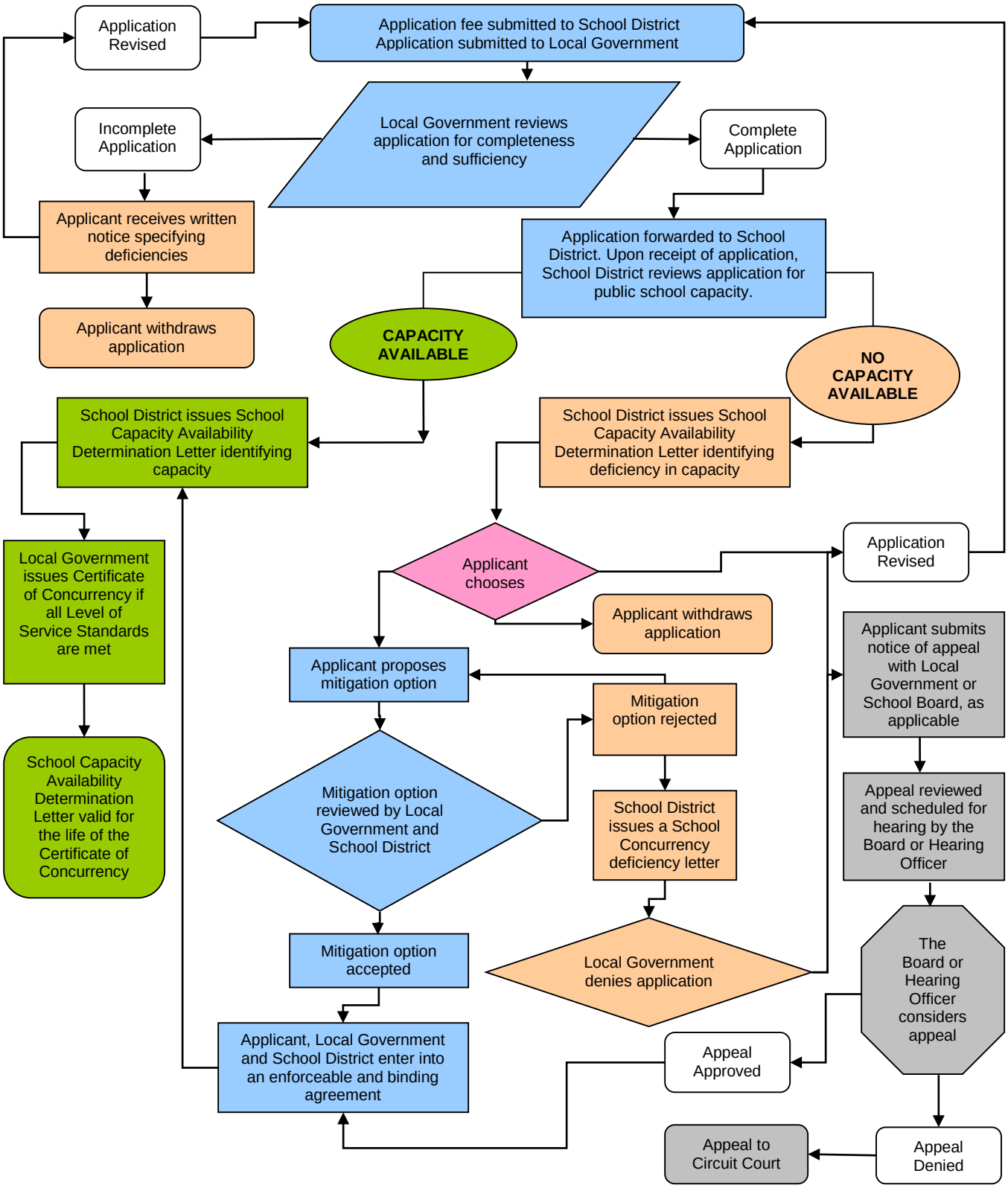
Letter of Exemption	$100.00
Other miscellaneous letters	$100.00
Time Extension	$300.00
Concurrency Determination Reevaluation	$300.00

Proportionate Share Mitigation

Negotiation Fees

1-10 Units	$1000.00
11-49 Units	$2000.00
50+ Units	$3500.00
Appeals	$5000.00

ATTACHMENT B
School Concurrency Process Flow Chart



City of Punta Gorda, Florida

Urban Design
326 West Marion Avenue
Punta Gorda, Florida
941-575-3372 Telephone
urbandesign@pgorda.us
www.pgorda.us

STORMWATER MANAGEMENT PERMIT APPLICATION

Date Received:		File Number	DRC-
Application Fee: Included in the Development Review Fee			

Application and all pertinent required data (listed below) MUST be submitted with this application	
☐ One (1) original and one (1) copy of this application demonstrating compliance with Chapter 26 of the City Code of Ordinances.	☐ Two (2) signed and sealed Stormwater Management Plan, including drawings & calculations

PREFACE - The City of Punta Gorda, in the interest of the public health, safety and welfare, shall control development activities as they pertain to stormwater because of their potential impacts upon the environment of the City. It shall be unlawful to engage in any development activity excluding single and two family dwellings prior to obtaining approval of a stormwater management plan by the Public Works Department in accordance with engage in any development activity excluding single and two (2) family dwellings prior to obtaining approval of a stormwater management plan by the Public Works Department in accordance with provisions contained therein.

1. Name of Proposed Development						
2. Applicant						
Name:						
Address:	City:		State:		Zip:	
Phone:	Email address					
3. Owner(s) of Record						
Name:						
Address:	City:		State:		Zip:	
Phone:	Email address					
4. Local Agent						
Name:	Company:					
Address:	City:		State:		Zip:	
Phone:	Email address					
5. Designer of Stormwater Plan						
Name:	Company:					
Address:	City:		State:		Zip:	
Phone:	Email address					
6. Land Surveyor						
Name:	Company:					
Address:	City:		State:		Zip:	
Phone:	Email address					

7. Engineer						
Name:	Company:					
Address:	City:		State:		Zip:	
Phone:	Email address					

8. Architect						
Name:	Company:					
Address:	City:		State:		Zip:	
Phone:	Email address					

9. Attorney						
Name:	Company:					
Address:	City:		State:		Zip:	
Phone:	Email address					

10. Name of individual who is responsible to receive all correspondence regarding this submittal	

11. Legal Description of Property (Attach separate sheet if necessary)

Parcel ID /Account #	Lot #	Block#	Section	Address (if applicable)

12. Proposed Project Development Description (including description of stormwater facility design)

13. Land Clearing

A. Total land area to be cleared (Acres)	

B. Method of Disposal of Cleared Materials

Burn on Site:	☐ Yes ☐ No	Transport To County Landfill:	☐ Yes ☐ No	Other:	

C. Indicate methods to be used to prevent or retard erosion	

14. Stormwater Management Plan Description:

In order for your application to be considered complete, the following information is required: Construction drawings for the buildings, other structures, paving, grading and drainage facilities for the project. (The following information should be identified on blueprints and submitted in tabular form.)

1) The total land area in acres.
2) Project area in acres (if different from total land area).
3) The total area of impervious surface in acres (excluding water courses).
4) The depth to the average yearly high ground water table in the vicinity of all retention facilities.
5) The infiltration rate of any soil in which a retention facility is constructed.
6) The location, size and description of any on-site wetlands.
7) The location and details of the surface water management system including but not limited to any dikes, culverts, pipes, infiltration trenches, discharge structures, pumps and related facilities.
8) The surface water management system design plans, calculations and reports signed and sealed by a Florida Registered Professional Engineer, including a system maintenance plan and schedule.
9) Provide copy of deed or other evidence of ownership.
10) Statement by applicant or authorized agent.
11) Statement by person responsible for maintenance of the stormwater management facilities.
12) Statement by professional engineer registered in the State of Florida.
13) Southwest Florida Water Management District permit and/or district authorization.
14) Issuance of a City of Punta Gorda stormwater management permit does not preclude the requirement for a permit from the Water Management District. The owner shall retain a professional engineer to certify that the facilities have been constructed in accordance with permit conditions.
15) The entity responsible for maintenance and operation of the stormwater facility shall retain a professional engineer to certify that the facilities are in accordance with Southwest Florida Water Management District permit conditions. The City of Punta Gorda shall be copied on all correspondence in regard to this subject.

1. STATEMENT BY APPLICANT

The undersigned owner or authorized representative* of is fully aware that the statements made in this notice are true, correct and complete to the best of his or her knowledge and belief. The undersigned person certifies that the conditions of issuance contained in Chapter 26 of the City of Punta Gorda Code of Ordinances are being complied with by this project. The undersigned also agrees to retain the design engineer, or other professional engineer registered in Florida, to conduct on-site observations of construction and assist with the as-built certification requirements and statement of completion for this project. *Complete Authorization of agent form below

Name:		Phone:	
Signature:		Date:	

2. STATEMENT BY PERSON RESPONSIBLE FOR MAINTENANCE

The undersigned agrees to maintain and operate the facilities authorized by this permit in such a manner as to comply with the provisions of Chapter 26 of the City Code of Ordinances. Responsibility for maintenance and operation may be transferred to another entity upon written notice to the City from the undersigned and from the entity assuming responsibility, certifying that the transfer of responsibility for maintenance and operation has been accepted.

Name:				Company			
Address:		City:		State:		Zip:	
Phone:				Email Address			
Signature:				Date:			

3. STATEMENT BY PROFESSIONAL ENGINEER REGISTERED IN FLORIDA

This is to certify that the engineering features of this stormwater management facility have been designed/examined by me and found to be in conformity with modern engineering principles applicable to the treatment and disposal of stormwater pollutants. I further certify that the conditions of issuance in Chapter 26 of the City Code of Ordinances are being complied with by the project. It is also stated that the undersigned has furnished the applicant with a set of instructions and schedule for the maintenance and operation of the surface water management discharge facility.

Engineer Name:				FL Registration #			
Company Name				Phone:			
Address:		City:		State:		Zip:	
(Affix Seal)	Signature			Date:			

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

AFFIDAVIT

_____ _____ _____

Signature of Owner or Authorized Agent Print Name & Title Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by_____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____ _____ (Seal)

Notary Public, State of Florida My commission Expires

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We_____, property owner(s), hereby authorize_____to act as ***Agent*** on our behalf regarding a DRC APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

_____ _____ _____

Signature of Property Owner Print Name of Property Owner Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by_____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____ _____ (Seal)

Notary Public, State of Florida My commission Expires